

# BANK RECONCILIATION FORM

Congregation's name \_\_\_\_\_ For the month of \_\_\_\_\_

Name of bank \_\_\_\_\_ Bank Account Number \_\_\_\_\_

General Ledger  
Account Number \_\_\_\_\_

### Outstanding Checks

Check No.	Date	Amount
		\$
<b>Total</b>		\$

Ending bank balance \$ \_\_\_\_\_  
(From bank statement)

Add deposits in transit:  
(Not listed on bank statement)

Date	Amount
	\$

Total deposit(s) in transit \_\_\_\_\_

Total \_\_\_\_\_

Less: outstanding checks \_\_\_\_\_

Balance per bank \_\_\_\_\_

Balance per checkbook \_\_\_\_\_

*(Adjusted balance per bank and balance per  
checkbook must agree.)*

Completed by: \_\_\_\_\_

Signed

Title

Date